

Opening Date: October 10, 2014 - **REVISED**
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 14-83R
Monthly Salary: \$3,520.33 - \$5,500.00 **Salary commensurate with experience and qualifications*
Group/Class: B19/1046, B21/1048, B23/1050
Travel: 5%
Division: Internal Audit
Number of Positions: 1

JOB VACANCY NOTICE

Internal Auditor (Auditor III-V)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

PREVIOUS
APPLICANTS NEED
NOT REAPPLY

Job Description

Performs highly complex audit work. Demonstrates behavior that meets professional internal auditing standards for discretion, integrity, and ethics. Work involves preparing and executing audit plans, testing, evaluating, and reporting on the adequacy of internal accounting and administrative controls within the Texas Water Development Board. Keeps the Director of Internal Audit abreast of all audit issues. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions

- Develops and implements audit programs within budget.
- Assesses systems, processes, and internal controls for efficiency and effectiveness and provides constructive feedback and recommendations to the respective process owners, in accordance with professional standards, applicable government standards, guidelines, and best practices.
- Performs financial, compliance and operational audits to analyze, assess, and document the internal control environment while identifying risk and quantifying exposure across a variety of business and technical groups.
- Develops and presents results and recommendations to management and the Board, and obtains agreement on action plans to remediate control deficiencies or implement efficiency improvements.
- Responsible to the Internal Audit Director for the conduct of the audit work and in particular for ensuring that the field work is executed and completed as planned, in accordance with timetable, with Internal Audit's policies and procedures and to budget.
- Prepares and maintains formal documentation of work performed, audit findings, and related correspondence with agency staff, the Board, and external entities.
- Keeps auditees apprised of audit progress and findings and considers fairly any reasonable concerns expressed by management throughout the project.
- Makes oral or written presentations to division/program management during and at the conclusion of the audit, discussing observations and improvement opportunities.
- Prepares audit reports including summaries, findings, conclusions, and recommendations.
- Performs related work as assigned.

Minimum Qualifications

- Graduation from an accredited four (4) year college or university with major course work in accounting, business administration, computer science or a related field.
- For Auditor V, five (5) years of auditing experience, to include experience in financial, compliance and operational audits, or IT experience.
- For Auditor IV and V, certification as a Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE).

Preferred Qualifications

- Prefer experience with a public accounting firm.
- Prefer experience with Information Technology audits, or IT services.
- Prefer experience in a banking institution.

Knowledge, Skills, and Abilities

- Knowledge of Generally Accepted Accounting Principles, government auditing standards, and Standards for the Professional Practice of Auditing.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002
Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number: 14-83R

- Detailed knowledge of auditing process.
- Skill in word processing and spreadsheet software.
- Strong interpersonal communications and organizational skills.
- Skills in operations analysis.
- Ability to complete complex reports in a timely manner.
- Ability to effectively communicate both verbally and in writing and to interact with staff and the public in a professional and courteous manner.
- Ability to analyze and interpret complex technical information and explain in non-technical terms.
- Ability to identify and evaluate risks associated with the Texas Water Development Board.
- Ability to present audit observations and recommendations in a clear and concise manner.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.